

Chapter PI 6

PUBLIC LIBRARIES

PI 6.03	Public librarian certification	PI 6.06	Further provisional certification
PI 6.05	Organizational requirements for provisional certification of public library systems		requirements for public library systems

PI 6.03 Public librarian certification. (1) Any librarian employed in a public library system or any municipal public library, except in a city of the first class, supported in whole or in part by public funds, shall hold certification, as provided in subsections (3) to (7) below. Certificates already granted shall remain in effect.

(2) Applications for librarian certificates under this section shall be made in writing to the division, and with each application for a grade 1 certificate, as provided in subsection (3) (a) below, shall be paid a fee of \$5, and with each application for a grade 2 and a grade 3 certificate, as provided in subsections (3) (b) and (3) (c) below, shall be paid a fee of \$3.

(3) The following minimum standards are established:

(a) *Grade 1.* Requiring a bachelor's degree from a college or university approved by an accrediting association of more than statewide standing, and in addition a fifth-year degree from a library school program accredited by the American Library Association, followed by not less than 4 years of successful experience in a library of recognized standing. At least one of these years shall have been in a public library.

(b) *Grade 2.* Requiring a bachelor's degree from a college or university approved by an accrediting association of more than statewide standing, appropriate course work in librarianship, and not less than 2 years of successful experience in a library of recognized standing (one year of which shall have been in a public library). Either of the following will meet the requirements for appropriate course work in librarianship:

1. The directed home-study course, A-50, Basic Library Management for Public Librarians, offered by University of Wisconsin Extension; or

2. At least 8 college or university credits in the subject areas of library administration, selection of materials, reference and cataloging and classification.

(c) *Grade 3.* Requiring high school graduation, appropriate course work in librarianship, and one year's successful experience in a public library. The course work requirement may be fulfilled by either the directed home-study course, A-50, Basic Library Management for Public Librarians, offered by University of Wisconsin Extension, or by graduation from an approved 2-year library technical assistant training program.

(4) Whenever any applicant for a librarian certificate does not have the academic and library school training prescribed in subsection (3), the division may issue to said applicant a certificate of any grade if satisfied by examination or otherwise that the applicant has attainments

substantially the equivalent of such prescribed education and training and that all other conditions are met.

(5) The division may issue to any person who has the required academic and library training qualifications, but lacks the required experience, a license to engage in library work for not to exceed one year. If, at the end of the year for which the license is issued, the division is satisfied that the person has done successful library work during the year, it may renew the license from year to year for such additional time as is required to qualify for the library certificate required.

(6) The library board governing any public library system established under sections 43.17-43.21, Wis. Stats., shall not employ as head librarian any person who is not qualified to hold a first grade certificate. The library board or other governing body of any municipal public library in a county or a city of 8,000 population or over, except in a city of the first class, shall not employ to fill a vacancy or in a new position created as librarian in charge of such library any person not eligible for or holding a first grade certificate; and when such municipal public library is located in a county or a city of not less than 4,000 and not more than 8,000 population, the library board or other governing body shall not employ as such librarian to fill a vacancy or in a new position any person not eligible for or holding a second grade certificate. When such municipal public library is located in a county or a city of not less than 2,000 and not more than 4,000 population, the library board or other governing body shall not employ as such librarian to fill a vacancy or in a new position any person not eligible for or holding a third grade certificate.

(7) If the division is of the opinion that any such library board or other governing body is unable to secure a librarian who holds the requisite certificate, the division may grant to the library board a permit to employ a person without the required certificate for a period not exceeding one year and such permit, in case of emergency, may be once renewed for a period of one year.

History: Emerg. cr. eff. 1-26-72; r. emerg. rule and cr. Register, April, 1972, No. 196, eff. 5-1-72; am. (2), Register, August, 1973, No. 212, eff. 9-1-73.

PI 6.05 Organizational requirements for provisional certification of public library systems. (1) Any existing county or multicounty public library service program operating under Wisconsin library statutes may qualify for provisional certification as a public library system, provided that:

(a) The proposed public library system area meets the standards for population set in section 43.15 (1), Wis. Stats.;

(b) The present governing board of the public library service by resolution agrees to reconstitute within 9 months after the system's provisional certification its method of appointment and membership to comply with section 43.19, Wis. Stats., or section 43.21, Wis. Stats., or if there is currently no such governing board, the county or counties concerned agree by resolution to appoint a legally constituted public library system board within 4 months of the system's provisional certification; except that any county having a population of 500,000 or more is not required to form such board, under section 43.19 (3), Wis. Stats., and

(c) The county or counties included in the proposed system area will have appointed county library planning committees; or, in the case of

Register, February, 1978, No. 266

Milwaukee county, the present public library boards in the county will have initiated joint planning activities.

(d) The official planning group (s) in the proposed system area agrees to submit an initial plan for system services and the use of state aid funds within 6 months of the system's provisional certification.

History: Emerg. cr. eff. 1-26-72; r. emerg. rule and cr. Register, April, 1972, No. 196, eff. 5-1-72.

PI 6.06 Further provisional certification requirements for public library systems. (1) **ADDITIONAL COUNTIES.** A public library system shall allow in its organizational structure for additional counties to join after the system is established.

(2) **EQUITABLE FORMULA FOR FINANCIAL SUPPORT.** A federated public library system shall adopt an equitable formula for financial support among the participating counties, and within a single county system, and file with the division for library services.

(3) **PLANS FOR USE OF STATE AID.** Annually, a system shall file a plan for the use of the state aid it will receive. In a federated system such plan shall indicate the funds to be used by the system for system services, and the funds, if any, to be used for distribution among designated libraries in the system, showing how such distribution will contribute to the system plan of services.

(4) **FILING SERVICE CONTRACTS.** A public library system shall file with the division for library services copies of all contracts regarding services. Included shall be intersystem contracts; contracts with other types of libraries, information centers, and educational organizations; and any interstate contracts developed. A federated system, additionally, shall file contracts concerning system organization, and services among its members.

(5) **SYSTEM HEADQUARTERS AND RESOURCE LIBRARIES.** A system shall:

(a) Designate a public library in a city of at least 30,000 population as its headquarters library, or

(b) Establish an administrative headquarters and contract with a public library in a city of at least 30,000 to serve as its resource library.

(6) **REPORTING AND FINANCIAL REQUIREMENTS.** Each system shall:

(a) Maintain all official records at the system headquarters library or administrative headquarters at all times.

(b) Maintain appropriate public records of the system's financial activities in accordance with accepted accounting practices.

(c) File an annual report on a form prescribed by the division, describing its operations and reporting on its income, expenditures, and programs.

(d) Cause an annual audit of the records to be made by a qualified auditor, and file a copy of such audit with the division for library services.

(7) **PROFESSIONAL PERSONNEL ELIGIBLE FOR A GRADE I PUBLIC LIBRARIAN CERTIFICATE OR LICENSE.** In each system area there shall be, by the end of the first year of operation, a minimum of one professional staff member

who shall devote a substantial amount of time to system services in each of the first 2 categories listed, and by the end of the fourth year of operation, in each of 2 of the last 3 listed:

- (a) Administrative
- (b) Information and advisory service to adults
- (c) Information and advisory service to young adults
- (d) Information and advisory service to children
- (e) Organization and control of materials

(8) SERVICES. (a) Each system shall provide the following services within the first year of operation:

- 1. Interloan of library materials among all participating libraries.
- 2. Reference and reference referral services from the headquarters library.

(b) Each system shall provide the following services by the end of the second year of operation:

- 1. Complete library service as provided at the headquarters library or at the resource library if different from the headquarters library to any resident of the system on the same terms as such service is available to residents of the headquarters community.
- 2. Service agreements with all adjacent library systems.

(c) Each system shall provide the following services by the end of the third year of operation:

- 1. In-service training for library personnel within the system.
- 2. Rapid and regular delivery and communication systems.
- 3. The honoring of valid borrowers' cards of all public libraries in the system by all public libraries in the system.

(9) SHARING OF LIBRARY RESOURCES. A public library system shall by the end of the second year of its operation develop formal agreements with other types of libraries in the system area, providing for appropriate sharing of library resources to benefit the clientele of all libraries.

(10) PLANNING. Each system shall engage in continuous planning with the division on developing and maintaining the administrative code rules for personnel and services and on developing the library materials collection to meet the service needs. Such planning shall also include methods of providing service to isolated, disadvantaged, and handicapped residents, and of furthering cooperative activities among all types of libraries in the system area.

(11) PRO RATA FUNDING. Whenever the state appropriation for grants to public library systems is lower than that which is called for under the formula, then the full range of services which are called for under paragraphs (7) through (10) above shall not be required. Instead, the division for library services shall require a level of performance proportionate to the pro rata share of aids which is granted the system.

History: Cr. Register, June, 1972, No. 193, eff. 7-1-72.

Register, February, 1978, No. 266